

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
Standards and Training for Corrections Division
Corrections Standards Authority
CEA Level 3

FINAL FILING DATE: May 4, 2006

SALARY RANGE: \$8,030 - \$8,854

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, Corrections Standards Authority (CSA), the Deputy Director, Standards and Training for Corrections Division (STCD) is responsible for planning, organizing, directing, and coordinating the CSA's statewide Standards and Training for Corrections Programs. The STCD works in collaboration with local corrections agencies, and public and private training providers in developing and administering programs designed to ensure the competence of local corrections professionals.

The Deputy Director, STCD, oversees the development and updating of standards which lead to the selection of qualified people for employment and the maintenance of staff proficiency; administers a seven-step selection criteria system that complies with federal and state guidelines; administers a statewide training course certification process that

includes a coordinated training delivery system; monitors participating departments for compliance with standards and assists agencies in their efforts to remain in compliance; and provides technical assistance and support to local corrections departments and training providers.

Duties include, but are not limited to:

- Formulates policies and procedures for the administration of laws, rules and regulations relating to the selection and training of state and local corrections personnel; develops, standardizes and implements the selection criteria and personnel training requirements for over 50 different peace officer classifications to ensure the competency of state and local correction professionals, totaling over 60,000 correctional staff statewide; holds public hearings to establish or revise these rules and regulations; plans and directs the ongoing enforcement of these laws, rules and regulations; hears appeals and interprets the CSA's policies and procedures relating to the Standards and Training Program for local and state constituencies.
- Supervises field representatives, support and technical unit supervisors, and contract professionals engaged in ensuring the efficient and effective operation of the program and compliance with state laws and regulations relating to the selection and training of state and local corrections personnel.
- Directs and oversees Division and contract staff in conducting evaluation and research studies on personnel selection standards and training; designing and evaluating job analysis data; performing time and motion studies; and developing training evaluation methodology and evaluations geared to assessing tasks, knowledge, and abilities required to perform state and local corrections and probation duties. Also oversees the validation research, job analyses and test development for approximately 50 different peace officer classifications covering over 34,000 state correctional peace officers, and over 31,000 correctional personnel employed in 179 local agencies; and maintains current information on developments in standards and training for corrections personnel.
- Directs field staff in the establishment and maintenance of positive and effective working relationships with state correctional administrators, wardens, superintendents, parole directors, police chiefs, sheriffs, local directors of corrections, probation chiefs, college administrators, professional organizations, and corrections training professionals for the purpose of assessing needs and delivering training to state and local corrections and probation personnel. Directs Division staff in the certification and decertification of training programs for corrections and probation personnel.
- Prepares and monitors the budget and contracts for the STCD.
- Directs Division staff in the development, revision, adoption, and promulgation of minimum standards for the selection and training of corrections and probation officers and determines applicability for inclusion in the California Administrative Code.
- Conducts investigations in sensitive areas and institutes appropriate proceedings when necessary.

- Reviews and drafts proposed legislation impacting the STCD.
- Assists the Executive Officer, CSA in formulating and implementing CSA policy; acts for or otherwise represents the Executive Officer in his/her absence at meetings, public hearings and in the daily affairs of the CSA.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

- Experience in the formulation and implementation of procedures, policies, and programs related to the selection and training of state and local corrections personnel.
- Demonstrated ability in planning, organizing, and directing a complex program, and ensuring successful functionality with stakeholders.
- Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of a comprehensive statewide selection and training program for corrections professionals.
- Experience in budget and contract management, including the principles, practices and methods of fiscal accountability.
- Experience in providing executive level advice and consultation to statewide and local governmental officials regarding standards and training management services, including resolution of policy and procedural issues for state and local corrections agencies.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator.

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.

- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Standards and Training for Corrections Division, CEA Level 3 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by May 4, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.